# DEPARTMENT OF THE ARMY

OM 415-1-2

Corps of Engineers, Omaha District 106 South 15<sup>th</sup> Street Omaha, Nebraska 68102

CENWO-CD-C

Memorandum
No. 415-1-2

# Construction REPORTING CONTRUCTION PROGRESS – MILITARY CONSTRUCTION

**History**. This operating manual supercedes DM 415-1-2, Reporting Construction Placement – Military Programs RCS: DAEN-MCC-23 (Feeder), dated 15 August 1990. Beginning in January 2003, military construction progress reporting has been changed in accordance with HQUSACE Fiscal Year 2003-2005, Consolidated Command Guidance (CCG). This manual addresses recording and reporting of construction progress associated with military construction performance measures defined in the CCG.

**Summary**. This operating manual establishes guidance in reporting and recording construction progress for military construction.

- 1. <u>Purpose.</u> The purpose of this operating manual is to establish a uniform basis for reporting construction progress.
- 2. <u>Applicability.</u> It is applicable to construction field offices and project delivery teams (PDT) within the Omaha District.
- 3. <u>References.</u> This memorandum uses existing regulations and local guidance as the basis for its contents. The following regulations and guidance are referenced:
- a. USACE Fiscal Year 2003-2005 Consolidated Command Guidance, HQUSACE, July 2002.
- b. Resident Management System (RMS) Users Manual and Training Guide, RMS Support Center, undated.
  - c. ER 5-1-11, U.S. Army Corps of Engineers Business Process, 17 August 2001.
  - d. ER 37-345-10, Accounting and Reporting of Military Activities, 1 March 1969.
- e. OM 415-1-4, Construction Contract Administration, Fixed Price, 1 October 1996 and Appendix A, 1 February 2000.

- f. Engineering and Construction Bulletin No. 2002-32, 9 December 2002, Subject: Construction Contract Durations and Schedule Slippages.
- 4. <u>Policy and Objectives</u>. It is standard policy to record and report construction progress on all construction contracts within established procedures using applicable laws, acts, and regulations as a basis for such procedures.

# 5. Responsibilities.

- a. The PM, with the project delivery team (PDT), is responsible for developing original baseline schedules in the project management plan to include the original beneficial occupancy date (BOD).
- b. The Area and Resident Engineers are responsible for maintaining regular current and actual reporting information of construction progress. Area and Resident Engineers should review on a monthly basis the construction progress report and update the construction progress narrative remarks, status indicators, and milestone dates.
  - (1) BOD: original, scheduled, and actual.
  - (2) Contract Completion Dates: scheduled and actual.
  - (3) Physical Completion Dates: scheduled and actual.
  - (4) Percent Complete: scheduled and actual.
  - (5) Contract Status: up until final pay.
  - (6) Primary Delay Code: up until final pay.
  - (7) Remarks: up until final pay.
  - (8) Status / Issues to Client: up until final pay.
  - (9) Additional Remarks to Project Manager: up until final pay.
  - c. District office personnel are responsible for:
    - (1) BOD: original calculated default (if no PDT original established).
    - (2) Contract Award Amount: original.

- (3) Option Award Amount: (including phase duration and NTP).
- (4) Notice to Proceed Dates: scheduled, original and acknowledged.
- (5) Original Completion Date: verify calculated date.
- (6) Final Pay Actual Date: recorded when released for payment.
- (7) Construction Complete Fiscal: scheduled and actual.
- (8) Contract Status after final pay date.
- (9) Primary Delay Code after final pay date.
- (10) Remarks after final pay date.

# FOR THE COMMANDER:

3 Appendices (See Table of Contents)

TONY B. DAVIS MAJ, EN Deputy Commander

# $\label{lem:construction} Construction \ REPORTING \ CONSTRUCTION \ PROGRESS-MILITARY \ CONSTRUCTION$

# TABLE OF CONTENTS

	<u>Item</u>		Page
1.	Appendix A	Recording and Reporting Construction Status and Milestone Dates	A-1
	Paragraph	Description	Page
	1 2 3 4 5	Performance Measurement Criteria Construction Progress Report Construction Milestone Events Construction Status / Issues. Interfaces With Modern Programs	A-1 A-1 A-1 A-4 A-5
	<u>Item</u>		Page
2.	Appendix B	Construction Reporting Screens and Reports	B-1
	Figure	Description	Page
	B-2 C B-3 C B-4 F	Construction Data – PPDS Web-Based Display.  Contract Status Report – RMS Report .  Contract Reporting Information CMS Report 37  RMS Contract Status Screens .  CMS Contract Reporting Information Screen .	B-2 B-4 B-5 B-6 B-7
	<u>Item</u>		Page
3.	Appendix C	Construction Status and Delay Codes	C-1
	Figure	Description	Page
		Construction Status Codes	

# 

### APPENDIX A

### RECORDING AND REPORTING CONSTRUCTION STATUS AND MILESTONE DATES

**Summary**. This appendix provides guidance regarding recording and reporting contract information and milestone dates in construction systems. Beginning January 2003, HQUSACE will resume command management review (CMR) of military construction-related performance indicators that are generated from reported construction progress and milestone data. Resident Management System (RMS) construction data is now being uploaded to PROMIS and PPDS for use by customers, program and project managers, and the project review council (PRC) and board (PRB).

- 1. <u>Performance measurement criteria.</u> These are detailed in consolidated command guidance (CCG) and are reported monthly or quarterly in narrative summaries in the CMR format. Reference 3a provided a summary listing of CCG performance metrics that relate to your operations. This information is based on CCG guidance for the respective fiscal year available at the following web site: <a href="http://www.usace.army.mil/inet/functions/rm/regs/regs.htm">http://www.usace.army.mil/inet/functions/rm/regs/regs.htm</a>. These CCG performance metrics are internal indicators of overall execution. Specific performance measures relating to individual customer projects and programs are recorded in the project or program management plan (PMP).
- 2. <u>Construction Progress Report.</u> This is the primary web-based report for construction progress on individual projects for use by internal and external customers and is displayed on the programs and project delivery system (PPDS). Individual project reports are accessible at the following web site: <a href="https://ppdsintra.usace.army.mil/ppds/">https://ppdsintra.usace.army.mil/ppds/</a> (see Figure B-1). Construction data shown in PPDS is uploaded from RMS. RMS has a contract level summary status report (Contract Status Report) that shows select progress milestones that may also be used for progress reporting to external customers (see Figure B-2). Area and Resident Engineers should review on a monthly basis the construction progress report and update the construction progress narrative remarks, status indicators, and milestone dates. The objective is efficiency gains from project managers relying on automated status reporting while minimizing special status meetings, e-mails, and telephone calls. A complete summary listing of reporting information on all your contracts may be obtained using CMS Report 37. It may be useful as a turnaround document for annotating status updates (see Figure B-3).
- 3. <u>Construction Milestone Events</u>. The measures listed below were established specifically for the MILCON program, but are applicable to reporting on all construction contracts. Recording of the construction milestone events is performed on the RMS contract status screen (Figure B-4) and CMS contract reporting information screen (Figure B-5).

- a. <u>Beneficial Occupancy Date (BOD) Time Growth (MP-04)</u>. This is the measure of meeting acceptable time growth as measured against the actual BOD date. The current performance standard is less than 20 percent time growth between the BOD actual date and the baseline BOD original date. CMS Report 103 was developed for reporting this measure (figure not included). Dates will be recorded as follows:
- (1) <u>BOD Original Date</u> is the baseline date established by the PDT after construction contract notice to proceed and recorded in the PMP. This date will be recorded in RMS by the by Area Office personnel and uploaded to PROMIS / PPDS. It should be recognized that the BOD "original" date is a performance measurement baseline to measure "current" and "actual" performance against. When establishing this baseline it should be understood that the construction contract time growth reasonable standard established by HQUSACE is 10 percent beyond the original contract duration, and a reasonable (BOD) turnover period is another 10 percent beyond that for a total of 20 percent BOD time growth from the original completion date. If a date is neither established by the PDT after notice to proceed nor recorded in the PMP, the default BOD original date will be an "acceptable" date as calculated in CMS (based on the HQUSACE acceptable performance standard of 20 percent time growth). This date will be recorded by District office personnel.
- (2) <u>BOD Scheduled Date</u> is the current projected BOD date as determined by the Resident Engineer and concurred with by the PDT. This should be updated as needed during the construction phase by the Area/Resident Engineer.
- (3) <u>BOD Actual Date</u> is the actual BOD turnover date of the property from the Corps of Engineers to the customer as performed by the Resident Engineer. This should be recorded within 30 days of the actual date by the Area/Resident Engineer.
- b. Construction Cost Growth (MP-05) is based on contract modification cost growth as measured against the original contract award amount (including options added by modification). The performance standard is no more than 2 percent "controllable cost growth" and no more than 5 percent "total cost growth" on a military construction-funded construction contract. Controllable cost growth is defined as *engineering changes*, *variations in estimated quantities*, *VE changes*, *and government furnished equipment*. All other change classifications are considered uncontrollable cost growth, except options. Construction cost growth is reported from construction contract modifications classifications as recorded in construction-automated systems. CMS Report 102 was developed to display this measure (figure not included).
- (1) <u>Contract Award Amount</u> is the original contract award amount. District Office personnel enter this in construction systems at time of award.

APPENDIX A OM 415-1-2 15 April 2003

- (2) Option Award Amount is the amount of the construction contract modification that incorporated the option into the contract. The contract administrator setting up the modification for the option records this in construction systems. It is important that modification classification code 5, "Option" is used when setting up the modification.
- (3) <u>Current Contract Amount</u> is the sum of the contract award amount plus any executed contract modifications. This is recorded automatically as modifications are recorded as executed in construction systems. It is important that modifications be classified correctly as this determines "controllable" and "uncontrollable" cost growth. Also, recording the modification to the correct project funded line item is important; therefore, all modifications should be budgeted and approved by the program analyst before they are committed or obligated in accounting systems.
- c. <u>Construction Time Growth (MP-06)</u> is a measure of additional construction contract time granted in "controllable" and "uncontrollable" classified modifications on construction contracts. The performance standard is no more than 4 percent controllable time growth and no more than 10 percent overall time growth. CMS Report 101 was developed to display this measure (figure not included).
- (1) <u>Notice to Proceed (NTP) Dates</u> are recorded when the NTP is issued by the Contracting Officer, and in a separate field when the NTP is acknowledged by the construction contractor. Both these dates are recorded in construction systems by District Office personnel during job set up, and are based on signed contract source documents.
- (2) <u>Original Completion Date</u> is normally a calculated date that is recorded automatically in construction systems and verified by District Office personnel when they record the construction contract duration for each construction phase as defined in the construction contract schedule of work. The calculated completion date for a phase is the notice to proceed acknowledgement date plus the phase duration. The milestone date used for measurement purposes is normally the latest completion date for all phases of work under the contract.
- (3) <u>Scheduled Completion Date</u> is the as-modified contract completion date at any current point in the contract. It is recorded automatically as construction contract modifications with additional contract time are recorded as executed in construction systems. It is important that additional contract time is related to the specific construction phase schedule when modifications are recorded in construction systems. It is also important that the correct modification classification code be applied since they relate to "controllable" and "uncontrollable" time growth measures.

- (4) <u>Actual Completion Date</u> is the date the construction contract is substantially complete and thereafter contractor liquidated damages no longer apply. This date should be recorded by the Area/Resident Engineer within 30 days of actual determination.
- d. <u>Financial Closeout (MP-07)</u> is a measure of financial closeout performance on physically completed construction contracts. Primary delay codes F1, F2, F3, F4, F5, F6, F7, and FC are exempt from this measure as the delay is "excusable." The standard is 100 percent of projects financially complete within 12 months of actual BOD. CMS Report 104 was developed to display this measure (figure not included).
- (1) <u>Construction Complete Physical</u> is the date that all manual work associated with the contract has been completed, and all that remains is administrative work. The Area/Resident Engineer should record the actual date within 30 days of determination. The scheduled physical completion date should also be maintained during the contract period and updated as necessary.
- (2) <u>Final Pay Actual Date</u> is the date that the final payment has been approved and released for payment after review by Office of Counsel District staff. District Office personnel record this date and all subsequent status reporting.
- (3) Construction Complete Fiscal is the date that the project accounting work item that funds the construction contract is closed and all remaining funds have been revoked. A project work item funding a construction contract may not be fiscally closed if there are outstanding contingent liabilities such as construction contract claims, Davis-Bacon or contract IRS withholdings, as-built drawing costs, outstanding government or supervision and administration costs or accounts payable, final contract audits, etc. District office personnel record the scheduled and actual date.
- 4. <u>Construction Status/Issues</u>. This reporting is recorded in construction systems and uploaded to PROMIS/P2 and PPDS systems for access by the PDT and customers. The following regular and recurring status/issues reporting is the responsibility of the Area/Resident Engineer prior to final contractor payment. After that, District Office personnel will maintain this reporting requirement. The information should be updated monthly on construction contracts not fiscally complete.
- a. <u>Percent Complete</u>. Two percentages are tracked in construction systems: scheduled and actual. Both these percentages are recorded monthly on active construction contracts and are the responsibility of the Area/Resident Engineer.
- b. <u>Actual Contract Earnings</u> is an automatically calculated percentage based on the contractor recorded and approved earnings compared to the current contract amount.

APPENDIX A OM 415-1-2 15 April 2003

- c. <u>Contract Status</u>. This is standard reporting status category that is updated monthly by the Area/Resident Engineer up until final contract payment, and thereafter by District office personnel.
- d. <u>Primary Delay Code</u>. This is a standard reporting delay code that is updated monthly by the Area/Resident Engineer up until the final contract payment, and thereafter by District Office personnel.
- e. <u>Remarks</u>. These are free form remarks relating to contract status entered by the Area office when status and delay codes require updating. The Area office enters these remarks up until final contract payment, and thereafter by District office personnel.
- f. <u>Status/Issues to Client</u>. On select jobs were the client is an active member of the PDT reviewing monthly status, the Area / Resident Engineer may record appropriate comments on this field in RMS.
- g. <u>Additional Remarks for the Project Manager</u>. This RMS field is designed to help minimize special inquiries by the PM to the Resident and Area Engineer to obtain status updates. The use of this field with appropriate information is designed to help minimize e-mails, phone calls, and special status meetings initiated by the PM involving construction staff.
- 5. <u>Interfaces with modern programs</u>. RMS is interfaced with PROMIS/P2/PPDS for uploading select construction information. The PM system administrator for military programs will upload this select data from RMS to PROMIS/P2 on a regular basis normally monthly.

# APPENDIX B

# CONSTRUCTION REPORTING SCREENS AND REPORTS

**Summary**. This appendix provides samples of reporting screens and reports from construction automated systems.

# CONTRUCTION DATA PPDS WEB-BASED DISPLAY

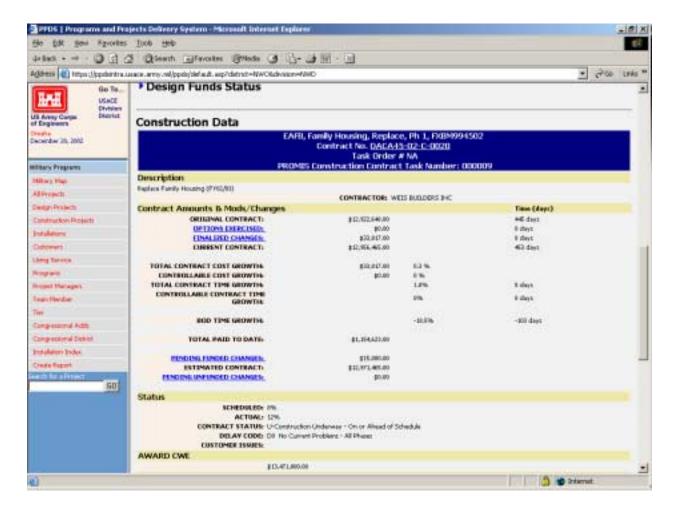


Figure B-1

# CONTRUCTION DATA PPDS WEB-BASED DISPLAY

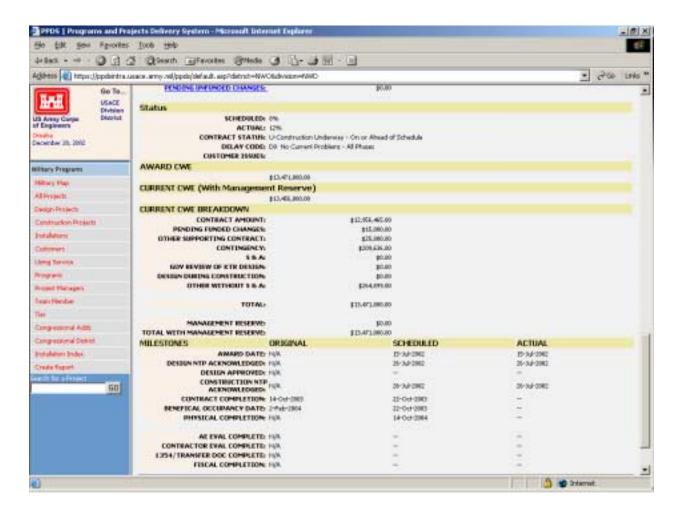


Figure B-1 (Cont'd.)

# CONTRACT STATUS REPORT RMS REPORT

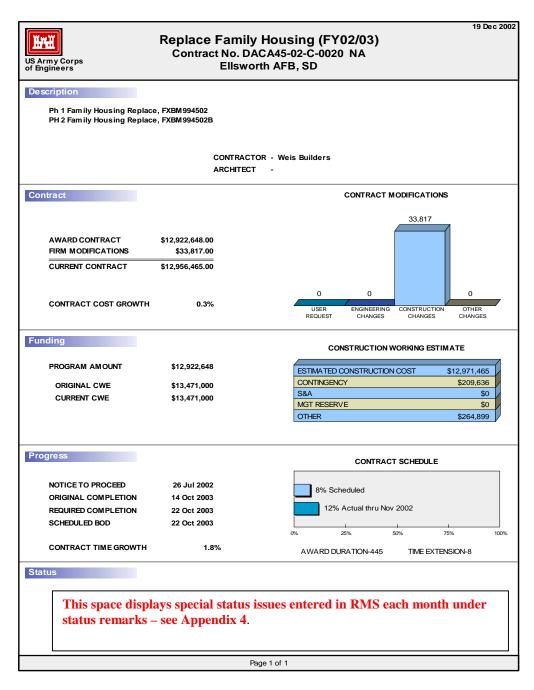


Figure B-2

APPENDIX B OM 415-1-2 15 April 2003

Status as of 19-DEC-02

# CONTRACT REPORTING INFORMATION CMS REPORT 37

Contract Reporting Information Report

Award Date: 15-JUL-2002 NTP Ack Date: 26-JUL-2002
Cont Comp (Org): 14-OCT-2003 Cont Comp (Cur): 22-OCT-2003 Cont Comp (Act):
BOD Date (Org): 11-JAN-2004 BOD Date (Cur): 22-OCT-2003 BOD Date (Act):
Phy Comp (Cur): Phy Comp (Act): Final Pay (Act):
Remarks: (10/02) Contractor is mobilizing & performing design.

Figure B-3

## RMS CONTRACT STATUS SCREENS

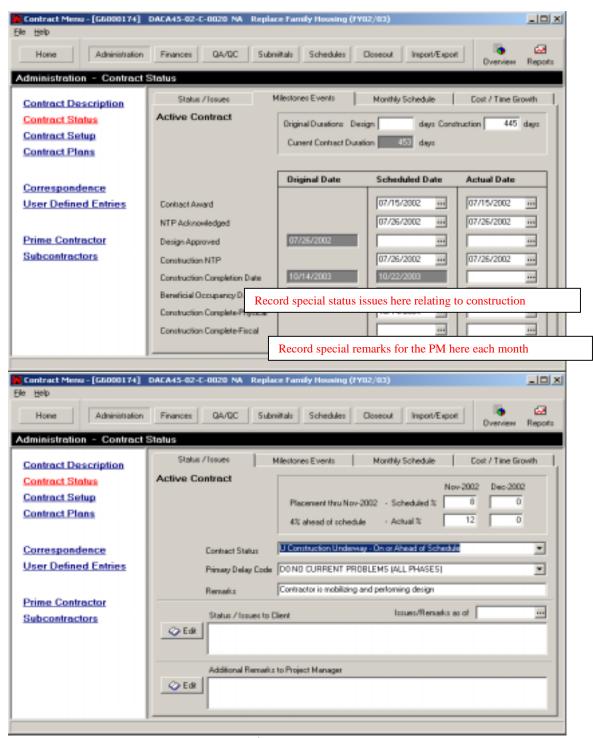


Figure B-4

### CMS CONTRACT REPORTING INFORMATION SCREEN

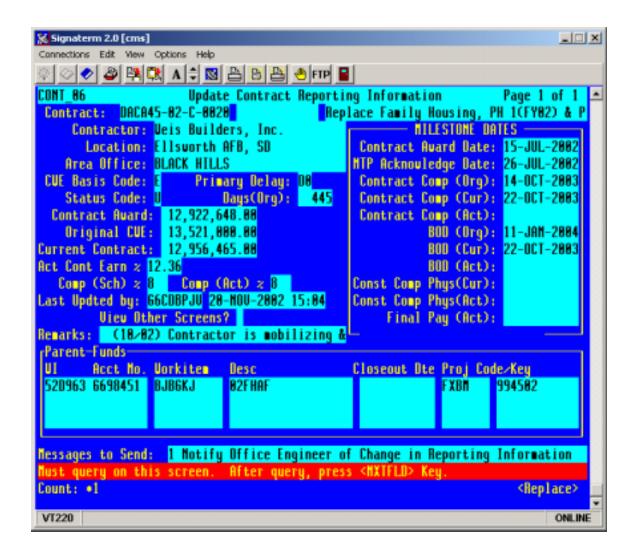


Figure B-5

# APPENDIX C

# CONSTRUCTION STATUS AND DELAY CODES

**Summary**. This appendix provides detailed listings of construction status codes and construction delay codes.

# PRIMARY DELAY CODES

Code	Description
A2	Error in bids, or protest regarding bids
A3	Bids rejected, readvertising required.
A4	Bid opening delayed pending issuance of amendment or for other administrative
	reasons
A5	Advertisement or award deferred by HQUSACE or higher authority (including using
	service, command or customer)
C1	Right of entry for construction not obtained.
C2	Land acquisition not completed
C3	Delay in construction contractor mobilization for work
C4	Contractor financial deficiency
C5	Contractor inefficiency
C6	Correction of defective work by construction contractor
C8	Unforeseen natural conditions - inclement weather
C9	Unforeseen natural conditions - subsurface conditions
CA	Unforeseen natural conditions - catastrophe or other cause not covered by C8 or C9
CB	Seasonal nature of work
CC	Delay by other construction contractor on same site
CD	Contract terminated for default
CE	Delay in delivery of construction contractor furnished material or equipment
CF	Deferred by contractor for work on other line items in the same contract
CG	Correction of design deficiency pending
CH	Correction of deficiencies or final test prior to transfer
CJ	Labor difficulties - strikes, disputes, violations, etc.
CK	Insufficient labor available within the area
CL	Change pending
CM	Temporary suspension of work for convenience of Government
CN	Delay for security reasons
CP	Delay in delivery of Government furnished materials or equipment
CQ	Contract terminated for convenience of Government
D0	No current problems (all phases)
F1	*Contractor claim submitted - Contracting Officer's decision pending
F2	*Contractor claim pending - CEBCA
F3	*Contractor claim pending - ASBCA
F4	*Contractor claim or Government suit pending Federal Court
F5	*Financial closeout pending A-E damages resolution
F6	*Using service changes after transfer

# PRIMARY DELAY CODES (Cont.)

Code	Description
F7	*Pending action from another agency to include audit agencies and the DOL or other agencies for labor violations
F8	Correction of construction deficiencies discovered after transfer
F9	*Additional contract/PO awarded to correct deficiencies
FA	Final settlement with contractor not made
FB	Final Government costs not established
FC	*Pending completion of other line items in the same contract, to include warranty
	work if it is a separate bid item in the contract
FD	Final costs on Government furnished materials or equipment not established
FE	Price redetermination and/or renegotiation not completed
T1	Final acceptance withheld pending correction of deficiencies
T2	Processing of DD form 1354 or the acceptance letter not complete
T4	Using service refuses to accept transfer
T5	Operating manuals and/or training of operating personnel not complete
T6	"as built" drawings not complete
ZZ	Other causes not covered by any other code

<sup>\*</sup>Designates an "excusable" delay for fiscal closeout purposes

# STATUS CODES

Code	Description
3	Facility accepted by using service-without deficiencies
4	Facility accepted by using service-with deficiencies
5	Final pay to contractor made
6	Correction of deficiencies completed, physically complete (100%)
7	Project fiscally completed (line item closeout)
8	Construction deferred or suspended
9	Construction deleted or cancelled
S	Advertised - contract not awarded
T	Contract awarded - construction not started
U	Construction underway, on or ahead of schedule
V	Construction behind schedule
Y	Partial BOD, accomplished prior to construction contract completion
Z	Facility accepted by the Contracting Officer

# Notes:

- 1. Status codes T, U, V, Y, Z and 4 are only applied on active contracts less than 100 percent complete.
- 2. Status codes 3 and 6 apply only when a contract is recorded as 100 percent complete.
- 3. Status codes 7, 8, and 9 are entered by District Office personnel.